



# CITY OF SAN ANTONIO

## Department of Planning and Development Services

**TO:** Public Works Traffic Engineering & Planning Division and PDSD/Land Development Engineering Staff

**FROM:** Roderick Sanchez, AICP, CBO – Director

**SUBJECT:** Standard Operating Procedure \_\_\_\_\_  
Traffic Impact Analysis and Rough Proportionality Determination Study  
Review and Approval Process effective March 1, 2010

**DATE:** June 16, 2010

---

This Standard Operating Procedure (S.O.P.) is intended to outline the general guidelines to process the review and approval for Traffic Impact Analysis (TIA) Studies and Traffic Generation Worksheets based on the Rough Proportionality amendments as required by the Unified Development Code – Article V, Section 35-501, 35-502 and Section 35-B122 Traffic Impact Analysis.

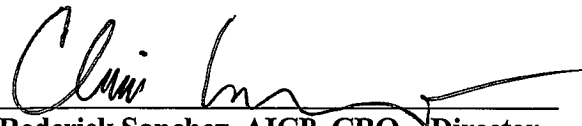
The Planning & Development Services Department (PDSD) – Traffic Impact Analysis (TIA) staff will review the traffic generation worksheet to determine if a TIA study is required based on the requirements on Section 35-502 (b) Traffic Generation Report.

PDSD will evaluate and approve the traffic generation worksheet (when a TIA study is not required) and will coordinate with The Public Works Transportation Engineering and Planning Division (PWTEP) on as needed basis. If a TIA study is required (76 PHT or more), the applicant shall set up a scoping meeting with PWTEP Division and with Bexar County Engineering (if applicable) to establish requirements for the TIA study. PWTEP Division will invite PDSD to the scoping meeting.

At the scoping meeting, the PWTEP Division and applicant will agree on appropriate scoping parameters for the TIA Study as described in the TIA Scoping Meeting Worksheet. The PWTEP Division will review the TIA study and coordinate with Bexar County and/or TxDOT when required. Any comments from the respective entities will be sent to the consultant by PWTEP. PWTEP Division will ensure all comments are addressed when the applicant resubmits the TIA study. Upon receipt of the resubmittal, all public entities are granted two weeks to review and submit additional comments. If no comments are received within the two weeks, the applicant's response is deemed acceptable. PWTEP Division will summarize all comments, agreements, and mitigations in the approval letter to the consultant for the TIA study and copy PDSD.

The PDSD staff will follow up with the enforcement of the mitigation improvements associated with a plat, building permit, Master Development Plan (MDP), Planned Unit Development (PUD), or any other development plan as required per UDC.

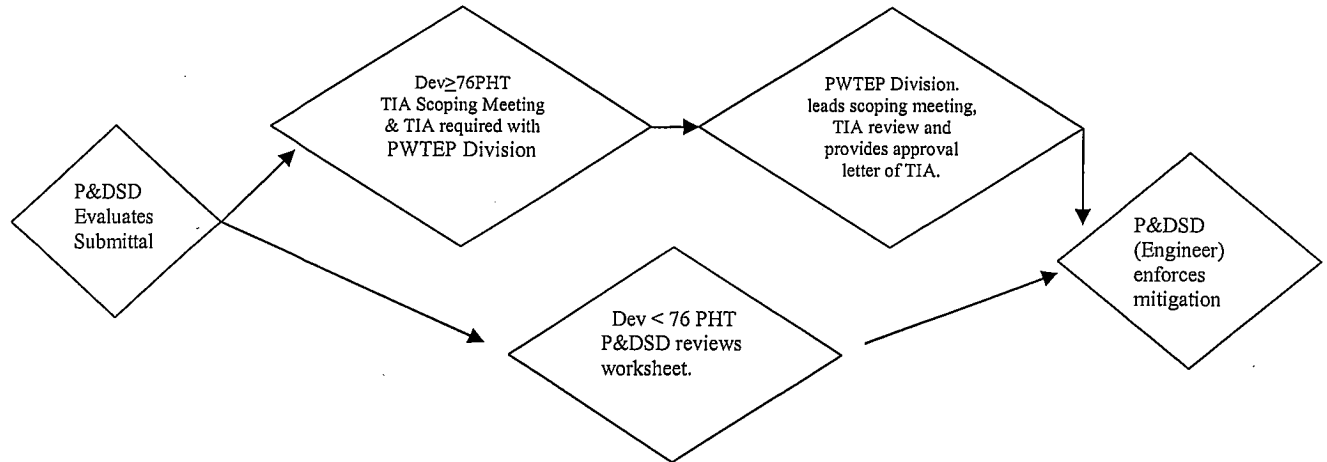
The attached flow charts are intended to show the basic flow of the process. If you have any questions regarding this SOP, please see your immediate supervisor or the Development Services Engineer.

  
for **Roderick Sanchez, AICP, CBO – Director**  
**Planning and Development Services Department**

## TIA Review Process

## Types of Traffic Review Submittals

1. TIA Threshold Worksheet
2. Scoping Request
3. Draft TIA
4. Complete TIA
5. MDP, PUD, Plat



## Developer/Engineer:

- Engineer submits an MDP, PUD or Plat with a TIA threshold worksheet.
- Engineer will set up meeting with Public Works Transportation Engineering and Planning Division (PWTEP) to discuss scoping for TIA (if development will generate 76 PHT or more).

## P&amp;DSD:

- P&DSD evaluates the submittal (MDP, PUD, Plat, etc.) to determine if a TIA exist or is required (this is in case a scoping has not been determined). If TIA is required a copy of the worksheet is forwarded to PWTEP for TIA scoping meeting.
- If it is tied to an existing approved TIA, P&DSD will ensure the mitigation is enforced.
- If no TIA is needed, then P&DSD will review worksheet and/or any traffic related submittals not tied to a TIA and coordinate with PWTEP Division on as needed basis however courtesy copies of all approved worksheets will be provided to PWTEP.

## Public Works Transportation Engineering and Planning Division (PWTEP) :

- PWTEP will conduct scoping meeting with consultant to established requirements for TIA.
- PWTEP will generate letter to consultant and identify the agreement of the scope for the TIA and copy P&DSD.
- PWTEP will evaluate all TIA levels 1 and up. Once a complete TIA is submitted, PWTEP. will distribute copies to TxDOT and County (if required) for comments.
- PWTEP will draft letter to engineer/applicant, copy P&DSD with comments from all reviewing agencies.
- PWTEP will provide TIA approval letter to consultant with required mitigation. Copy of letter and TIA will be provided to P&DSD.

## P&amp;DSD:

- If revisions are incorporated in MDP, PUD, or plat that do not match approved TIA, then P&DSD will notify PWTEP for concurrence or for a revised TIA. If a revised TIA is needed, then PWTEP will repeat process as if new TIA is submitted.

